

**CONFIDENTIAL**

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 27 August 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 21 - 27 August 1956

1. Numbers in Clerical Induction Training. During the week of 21 August there were 76 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 27 people for the week of 21 August.

3. Results from Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the Entrance-on-Duty employees for the week of 21 August were:

	Tested	Qualified
Shorthand	8	1
Typewriting	17	6

4. Special Testing. On 21 August 1956, Mrs. [ ] administered a typewriting test to twelve servicemen who have come on duty and will be assigned to the Office of Communications. This testing was in the nature of pre-testing. These men will receive special training in that office at the time of their assignment.

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5. Revision of Lesson Plans. Clerical Refresher Training has revised and completed Typewriting Techniques Review lesson plans to replace the original lesson plans prepared in 1955. Also, English Usage lesson plans have been completed. These English Usage lessons represent a consolidation of the Grammar and Punctuation and Capitalization plans plus the incorporation of Word Usage and Dictionary study.

6. Clerical Training Personnel on Leave. Mrs. [ ] Chief, Clerical Induction Training, will be on Annual Leave from 27 August through 31 August. Mrs. [ ] Instructor, Clerical Refresher Training is on Annual Leave from 22 August through 31 August.

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OTR/CT:MAH:jdm (27 August 1956)

25 YEAR RE-REVIEW

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